

ORFORD & GEDGRAVE PARISH COUNCIL

The Town Hall, Market Hill, Orford, Woodbridge, Suffolk. IP12 2NZ

Tel: 01394 459172

E-mail: orfordtownhall@btconnect.com

**Minutes of the 217th meeting of Orford & Gedgrave Parish Council
held on Wednesday 11th April 2018 at 7.00pm in the New Room of the Town Hall**

Present: Cllr Michelle Golder
Cllr Richard Mallett
Cllr James Robinson
Cllr Mary Iliff
Cllr Anne Macro
Cllr Jonnie Howard

Cllr Derick Brenchley
Cllr Ian Thornton
Cllr Margaret Green
Cllr Peter Smith
Cllr Matthew Smy

In Attendance, Marie Backhouse (Clerk).

Opening remarks

Public Forum

There were 2 members of the public.

Both members of the public were invited to speak but had no comments to make; one introduced himself to the Councillors, Mr Nigel Squirrell – owner of the land re the Shepherds Hut.

MINUTES

1. Reports from Representatives

1. County Councillor Andrew Reid.
Absent and no report sent..
2. District Councillor Ray Herring
Absent and no report sent.

2. Apologies for absence:

None

3. Declarations of interest:

Cllr M Golder – Shepherd's Hut application is sited on land that used to belong to her grandfather.

4. Applications for dispensation:

None

5. It was unanimously agreed that the minutes of the 216th Parish Council Meeting held on Wednesday 14th March 2018 be accepted as a true record.

Cllr P Smith asked if an amendment could be made to paragraph 4 under the "Village Meeting re Estuary Plan" to say:

Cllr P Smith commented that the representative of the Parish Council on the Estuary Partnership should represent the views of the entire community. There was a feeling in the community that money raised in Orford for flood defences should be used specifically for Orford as early in the work schedule as possible. It is essential that after Partnership meetings our Parish Council Representative report back to the Parish Council as a whole at the next Parish meeting.

Partnership meetings are usually in normal working hours, which can make attendance difficult for working people. Our Representative needs to be seen to be doing what is best for the people of Orford as a whole not having their own agenda, friendships or views clouding their representation

The last paragraph of section 4 to be changed as follows: Cllr P Smith asked who the Responsible Financial Officer on the Partnership was for the monies raised for flood defences and who will be legally accountable for the prudent use of these monies for the benefit of the community.

The amendment was agreed by all.

Cllr P Smith clarified that it was important to represent the community fairly and after each meeting the council would be fully informed. Cllr P Smith had received an invitation to be a member of the 'core implementation group', but he is not sure that he should accept this invitation.

Cllr I Thornton commented that he had read the constitution for the AOEP and it states that a representative may have voting rights.

Cllr M Iliff asked if a representative should have voting rights, when they are representing the village.

Cllr I Thornton replied that a representative may abstain if they are unsure of the parishioner's thoughts.

6. Matters arising from the 216th Parish Council Meeting held on 14th March 2018.

Cllr M Golder reported that the owner of the signs that were removed from Broad Street has now come forward and asked that the signs be returned to him. It was agreed by all to allow the signs to be returned, but to inform him that if they were to be placed in front of Bart's Hall again they would be removed and destroyed.

7. Finance

7.1 The Council received, noted and approved the cheques and balances from 1st March – 31st March 2018.

Cllr M Golder reported that there were also two additional cheques to be placed on this but the invoices had been delayed. One was for Elite - £2002 and the other was Friends Garage - £65.74.

8. Planning

DC/18/1113/COU – Disused pit adjoining 14 Raydon Lane, Orford

This was a request for a change of use to position a fully portable shepherds hut.

Cllr M Iliff asked why this application was a change of use.

Cllr M Golder replied that this was suggested by the planning officer.

The chairman closed the meeting at 7.10pm

Mr Squirrell thanked the Chair for the opportunity to clarify some points of the application. He and his wife had purchased the land at Raydon Corner. There have been many comments made on line as a result of the application. A pre-application visit took place on site where the proposal was discussed. The shepherds hut would be in place of the timber framed shed. They wish to tidy the site, a fence has been erected and a hedge has been planted along the fence. The shepherds hut is to be especially made use oak cladding; it will be hidden amongst the trees. They have had some advice about the trees, some are dead and need removing.

Cllr J Howard asked if the change of use was from agricultural to residential.

Mr Squirrell said that this piece of land was amenity land and has over the years been allotments, an orchard, even tennis courts; it has never been part of an agricultural field. The shepherds hut is to create overnight accommodation, they may not have sole use of this, it may be a one night holiday let.

Cllr J Howard said that is this setting precedence? Is it going to be more?

Mr Squirrell said that there are no intentions to change this to a residential property.

Cllr J Howard said that amenity should not require a change of use application.

Cllr I Thornton asked if it was not a change of use could a shepherds hut still be placed on it. The hut is to be let out one night at a time.

Mr Squirrell responded that there are many holiday lets in the village but only a limited number offer one night accommodation.

Cllr I Thornton asked how portable the shepherds hut will be?

Mr Squirrell replied that it is 18ft by 7ft, it is a cast iron chassis with iron wheels, it is totally portable, it may be moved if there is a risk of flooding.

Cllr J Robinson asked about the sanitation.

Mr Squirrell said that all the utilities are in Raydon Lane, electric and water. It may be that the site has its own tank or it may have a compostable toilet.

Ms Sarginson asked what the change of use is.

Mr Squirrell replied that the change of use refers to the building on the land; a holiday let that may be used by others.

Ms Sarginson asked if there was to be a separate toilet block.

Mr Squirrell replied that everything would be self-contained within the shepherds hut.

Ms Sarginson said that this footpath is very popular with pedestrians walking down to the river wall. How will you ensure that the pedestrians are safe?

Mr Squirrell replied that there is vehicular access down that lane 24/7, cars, horse boxes and farm vehicles may go down there at any point. The site would only be used during the better weather and not at all during the winter.

Cllr D Brenchley commented that there is a similar situation in Snape and if the shepherds hut remains on site for 12 years, the site may be built on.

Meeting opened at 7.30pm

Cllr P Smith would like to have written clarification of what the change of use is referring to.

Clerk to contact the planning officer.

Cllr J Howard said that the planning committee would have the final say on this application.

Cllr M Iliff reported that there was discussion about developing down Daphne Road before Christmas.

Cllr I Thornton said that the planning department is forever changing the way applications are considered; in the future this may be changed to residential.

Meeting closed at 7.34pm

Mr Squirrell asked if the Council had received a letter from the planning department dated the 7/3/18, this details the aspects of the change of use of the building.

The Council were not in possession of this letter.

Meeting opened at 7.37pm.

The Council wished to have more information about this application before making a decision.

DC/18/1016/ROC – Town Farm Cottage, Front Street, Orford

This was a request for the removal of planning restriction for annexe and main house to be one unit for planning purposes.

Cllr J Howard said that this is a house with a garden cottage which at one point had a planning restriction to have the two separate, and they wish to have the two joined to form one property.

The Council had no objection to this proposal.

9. Parish Council Business:-

(1) Adoption of the standing orders.

Cllr M Golder reported that we have the latest version of the Standing Orders. In the new Standing Orders there is a facility to state whether the Councillors would still receive packs or whether everything would be transferred by email.

The Clerk reported that the suggestion is for every Councillor to have a secure email where all correspondence may be sent to.

The Councillors all wished to sign a form stating that they would like to still receive the packs ahead of a meeting.

(2) Castle Track and Knoll update

Cllr M Golder commented that the Clerk had received some information.

The Clerk reported that she had spoken to LCPAS regarding registering this area as a Village Green; she had been given the name of someone at Suffolk County Council. Unfortunately she was unable to locate this lady but was given the email address of someone else, Corinne McGrath who suggested that we need to discover whether the land is registered as Common Land before we proceed. The Clerk reported that she really needed to know the cost of this as we have a very tight budget this year.

Cllr J Howard said that the Statements of Truth should be easy enough to complete, as there are many people who remember activities taking place on the knoll.

Cllr M Golder said that we really need to know a cost for this.

Cllr I Thornton suggested that we swap one village green outside Bart's Hall for the knoll.

Cllr A Macro said that the term for the knoll is village waste, when this was discussed before the cost was about £5,000.

Cllr P Smith asked if we are intending to register the knoll and the Castle track.

Cllr J Howard said that he would visit the Clerk to collect all the paperwork and the names of the people to contact, and he would contact them for further information.

(3) Recreation Ground

Cllr M Golder reported that we had received two quotes to tidy the swings and the roundabout. The first was from Alex Smith £1180 and the second was from Mark Thacker for £505.

We have received three quotes for the fence around the children's play area; Alex Smith - £370, Kiwi fencing - £300 and Mark Thacker £64.

To repair the noticeboard Mark Thacker £280, Alex Smith new noticeboard £1,730.40.

Cllr M Golder asked if they all agreed to go with Mark Thacker subject to full grant from SCDC.

This was agreed by all.

Cllr M Golder reported that a car had been seen driving over the recreation ground from the Castle side across the football pitch to the recreation ground hut. The Groundsman had seen it and spoken to the driver, who replied that he was late for work and there was nowhere to park.

It was agreed by all to monitor this.

(4) Annual Parish Meeting.

Cllr M Golder said that on the 16th May the NOTT meeting will be held at 6.00pm followed at 7.00pm by the APM; she hopes that more Councillors will attend this year as there were only 4 last year.

(5) Councillors representing the Parish Council on other Committees

Cllr M Golder reminded the Councillors that when they are representing the Council on other Committees, it was important not to give their own views but give that of the Councils.

10. Correspondence

- **W Roberts**

Cllr M Golder read out a letter from Wendy Roberts concerning the traffic and safety of pedestrians in Church Street.

Cllr I Thornton suggested that a mirror should be placed on the corner so that drivers may see the pedestrians or other vehicles.

Cllr M Smy suggested a sign that states there is no pedestrian pavement.

Cllr J Howard asked whether it would be our responsibility to put up the signs or that of the Highways. It was agreed that the Highways Department would need to be contacted.

Cllr J Howard to visit the Clerk to gather information about the Highways Department.

- **Suffolk Neighbourhood Watch Association**

Cllr M Golder reported that we had received a letter of thanks for the donation of £50 from the Neighbourhood Watch.

- **Jeremy Rugge-Price and Terry Loveridge – parking in Munday Lane.**

Cllr M Golder read out an email and showed photographic evidence from Mr Rugge-Price and Mr Loveridge regarding the parking issues in Munday Lane.

Cllr I Thornton suggested that we write to Aldeburgh Music concerning the need to advise the concert attendees that they need to park in the car park when there is a concert in the church.

Cllr P Smith said that the SCDC Local Planners are aware of the traffic and parking issues within the village and this must be addressed.

Cllr J Howard suggested that we have a car park at the top end of the village; Southwold has a system that works well.

Cllr I Thornton said that Southwold is a much bigger place and it is policed. Often on busy days there are spaces in the car park.

Cllr J Robinson said that people like to only walk the shortest distance.

Cllr D Brenchley said that the parking restrictions are May – September, should they be sooner?

Cllr P Smith said that Orford is an area for rest and relaxation at the weekends.

Cllr M Golder showed the pictures of the parking at the smaller gate of the recreation ground.

It was agreed to suggest a visit from a Traffic Management Engineer, and enlist the assistance of Mr Loveridge.

Cllr M Golder reported that two quotes had been received for work on the trees on the Knoll and outside the shop; to remove the two chestnut trees on the knoll and to re-shape the cherry outside the shop.

The quote from Native Gardens was £400 and Elite £780+VAT.

Cllr J Howard proposed that we offer the job to Native Gardens; this was seconded by Cllr P Smith and agreed by all.

Cllr I Thornton asked if the Clerk could talk to the NOTT Clerk regarding the hirers of the Town Hall and the amount of signage they use.

This was agreed by all.

The SALC annual subscription had been received, £318.97. It was agreed by all to pay this invoice.

Cllr P Smith asked if the Council wished to make any comments about the proposed new organ in the Church. The Council had no comments regarding this.

11. Items for next meeting:

- 12. Date of next meeting: 09/05/18 at 7.00pm**
Annual Parish Meeting: 16/05/18 at 7.00pm.

Meeting closed at 8.23pm.

Signed _____ **(Chairman)** **Date** _____